

Delegation of Acquisition Authority**Part 1 - IC Request****Please Complete Part 1 ONLY.**

(Complete number 1 thru 20)

POLICY

- a. The designee must have knowledge of Federal acquisition regulations, policies, and procedures, and procedures established by the Division of Acquisition Programs, OLAO for approving officials and purchase cardholders. DHHS requires Level 1 certification as a prerequisite for delegation of acquisition authority.
- b. The designee must be an executive officer, administrative officer, administrative assistant, or purchase cardholder.
- c. The requesting official (IC directors, executive officers, principal administrative officers, or their deputies) is responsible for ensuring that the designee receives proper training and complies with the procedures and instructions established by the Division of Acquisition Programs, OLAO.
- d. This form may be submitted to cancel approving official authority of individuals who are reassigned, transferred, or terminate employment.

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|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------------------------------|---------------|----------------------------------------------------------------|---------|
| 1. NAME OF DESIGNEE (Last, First, Initial) | | 2. TITLE | | 3. DELPRO I.D. | |
| 4. SERIES AND GRADE | | 5. IC | 6. BLDG./ROOM | 7. PHONE NO. | 8. NODE |
| 9. ACTION REQUESTED | | | | | |
| <input type="checkbox"/> Grant NEW Delegation { <input type="checkbox"/> This employee replaces _____ (Give replaced employee's name) <input type="checkbox"/> This employee fills a new position <input type="checkbox"/> Cancel delegation <input type="checkbox"/> Change in dollar amount of employee's delegation | | | | | |
| ACQUISITION AUTHORITY REQUESTED (Limitations according to Div. of Acquisition Programs, OLAO for approving officials and purchase cardholders.) | | | | | |
| 10. Type (check) | | 11. Dollar Limitation | | 12. Type (check) | |
| <input type="checkbox"/> Cash Orders (SF 44) | | \$ _____ | | <input type="checkbox"/> Records of Call | |
| <input type="checkbox"/> Scientific Repair Orders | | \$ _____ | | <input type="checkbox"/> Purchase Card --Single Limit | |
| <input type="checkbox"/> Professional/Consultant Services | | \$ _____ | | <input type="checkbox"/> --Monthly Limit | |
| <input type="checkbox"/> Combined Reprints (without covers) and Manuscript Publication Costs | | \$ _____ | | <input type="checkbox"/> Delegated Open Market Purchase Orders | |
| | | | | <input type="checkbox"/> Delegated FSS Delivery Orders | |
| 14. <input type="checkbox"/> Completed Contract Formation I Course <input type="checkbox"/> Completed Acquisition Planning II Course Date Level I Certification was <input type="checkbox"/> granted or <input type="checkbox"/> submitted _____ Attach copies of course certificates and Level I Certification, if available. | | | | 15. COMMENTS | |
| 16. SIGNATURE OF DESIGNEE | | 17. DATE | | | |
| 18. SIGNATURE OF REQUESTING OFFICIAL | | 19. TYPED NAME OF REQUESTING OFFICIAL | | 20. DATE | |

Part 2 - DELEGATION OR CANCELLATION OF AUTHORITY (For Division of Acquisition Programs, OLAO only)

1. The delegation requested above is hereby granted or canceled in accordance with FAR Subpart 1.6 and HHSAR 301.603-1, subject to the regulations, policies, and procedures cited below.

DELEGATED ACQUISITION AUTHORITY

| 2. Type | 3. Dollar Limitation | 4. Type | 5. Dollar Limitation |
|------------------------------------|----------------------|---------------------------------------|-------------------------------------------------------------------------|
| Cash orders (SF 44) | \$ _____ | Records of Call: | As limited by each Agreement As limited by the terms of the contract |
| Scientific Repair Orders | \$ _____ | Blanket Purchase Agreements | |
| Professional/Consultant Services | \$ _____ | Indefinite Delivery Contracts | |
| Combined Reprint/Publication Costs | \$ _____ | Delegated Open Market Purchase Orders | \$ _____ |
| Purchase Card --Single Limit | \$ _____ | Delegated FSS Delivery Orders | \$ _____ |
| --Monthly Limit | \$ _____ | | |

6. Regulations, Policies, and Procedures

- a. Orders must be placed in accordance with established ordering procedures and dollar limitations. The designee must assure that funds are available prior to entering into any obligations.
- b. Acquisitions are governed by FAR Part 13 (Simplified Acquisition), Part 38 (Federal Supply Schedules), and HHSAR, Part 313.
- c. The authorities herein supersede all authorities previously granted to this individual.
- d. The authorities herein shall not be redelegated.
- e. This appointment is canceled upon reassignment of duties, transfer, or termination of employment.

7. COMMENTS

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| 8. APPROVED BY (Signature) | 9. TITLE | 10. DATE |
|----------------------------|----------|----------|